



GOVERNMENT OF SIERRA LEONE
Ministry of Mines and Mineral Resources
And National Minerals Agency (NMA)
SIERRA LEONE GEODATA LAUNCH & EXHIBITION
Date: Monday, 24 May 2021



SPONSORSHIP AND EXHIBITION APPLICATION FORM – COMPANIES & ORGANIZATIONS

Please complete this form and return it by email or mail to:

Geodata Launch and Exhibition,
National Minerals Agency (NMA),
New England Ville,
Freetown, Sierra Leone.

Contact Jariatu Bah Samura: Email: jbah@nma.gov.sl or Telephone: +232 76 153 434

Note: *Before completing this form, please read the attached brochure for clearer understanding of the various sponsorship/exhibition categories.*

Sponsorship Package Preference

Please indicate your preference by placing a tick in the box next to the preferred package:

- Platinum Sponsor: (Booth Size: 4m wide x 2m deep x 2m high)
- Diamond Sponsor: (Booth Size: 3m wide x 2m deep x 2m high)
- Gold Sponsor: (Booth Size: 2m wide x 2m deep x 2m high)

Exhibition Package Preference

Please indicate your preference by placing a tick in the box next to the preferred package:

- Premium Exhibitor: (Booth Size: 3m wide x 2m deep x 2m high)
- Standard Exhibitor: (Booth Size: 2m wide x 2m deep x 2m high)

BUSINESS NAME FOR IDENTIFICATION

Please insert the name you wish us to use to identify your Company/Organisation in our publicity:

Principal Contact for future correspondence

Title:

Surname:

Given Names:

Organisation:



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Job Title:

Address1:

Address 2:

Postcode:

City:

Country:

Office Phone:

Mobile:

Email:

Website:

Signature: Date:

PAYMENTS

All Sponsorship/Exhibition amounts are inclusive of Goods and Services Tax (GST).

Business Name - Please insert the full Company/Organisation name to be used on invoice for this Sponsorship/Exhibition:

Please indicate your preferred payment method by placing a tick in the box next to that method.

- Bank Transfer
- Cheque

For Bank Transfer:

Local Currency

Bank Name: Sierra Leone Commercial Bank Leones Account
Account name: National Minerals Agency
Account No: 003-001-117393-030-120
BBAN: 003-001-117393-030-137
Swift code: SLCBSLFR



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Foreign Currency Account (USD Account)

Bank Name: Sierra Leone Commercial Bank
Account name: National Minerals Agency
Account No: 003-001-117393-030-221
BBAN: 003-001-117393-030-234
Swift code: SLCBSLFR

For Cheque Payment:

If you are paying by Cheque (whether in USD or SLL), please write cheque in the name of: **“National Minerals Agency”**



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CONTRACT CONDITIONS, RULES AND REGULATIONS AGREED TO BY THE EXHIBITOR

These rules and regulations have been drawn up to provide a well-balanced, well-regulated attractive and successful Geodata Launch and Exhibition Event (the “Event”). To provide the greatest good to the greatest number, the Event Organiser reserves the right in all emergencies to make such rulings as may appear to be in the best interest of the entire Exhibition Area. The Exhibitor agrees to abide by such orders.

A. DEFINITIONS - Except in so far as the context or subject matter otherwise indicates or requires:

“Exhibitor” means the person(s) or company reserving space and includes its employees, servants, agents and any person or company engaged by them in connection with the Exhibition Area who enters into or comes into the Exhibition Area.

“Sponsor” means the person(s) or company sponsoring the event and space and includes its employees, servants, agents and any person or company engaged by them in connection with the Event and Exhibition Area who enters into or comes into the Exhibition Area.

“Exhibition Area” means the total area available for Exhibition booths and exhibition space within which space is or has been allocated to the Exhibitor and includes any surrounding areas under the control of the Event Organiser.

“Event Organiser” means the National Minerals Agency (NMA), its servants or agents or other person or persons appointed by it to act on their behalf.

“Booth and Space” means: the space in the Exhibition Area allocated to the Exhibitor for the duration of the Event, being the area illustrated on the plan in the Exhibition Area Information Sheet.

“Person” means a natural person or persons, a corporation or corporations, a co-operative, association or group or any relevant Government Ministry, Department or Agency.

B. CONDITIONS

1. The Exhibitor grants to the Organiser a non-exclusive permission to use the Exhibitor’s logos, trademarks, trade names, and corporate names to prepare and include in any materials included in the Exhibition package and for the promotion and marketing of the Geodata Launch and Exhibition Event. Exhibitors agree to be listed on the Event website (which includes the Exhibitor’s logos, display name, boilerplate text and contact details given in the Sponsorship and Exhibition Application Form).
2. Applications for exhibition must follow the rules and conditions defined in the attached Contract Conditions, Rules, and Regulations Agreed to by the Exhibitor document. By submitting the Application Form, the Exhibitor accepts all conditions defined in the attached Contract Conditions, Rules and Regulations Agreed to by the Exhibitor. An



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application for exhibition is only valid after written (email or mail) confirmation by the Organiser. The Organiser has no entitlement to the exhibition. The Organiser reserves the right to accept or refuse an exhibition application in the function of its compatibility with the other Exhibitors, the Event's theme, and the Organiser's business activities without any further justification. The exhibition is only valid after confirmation by the Organiser.

3. An invoice will be forwarded to the listed contact upon receipt of the Sponsorship and Exhibition Application Form.
4. All exhibition is with the Organiser, and a receipt of the Sponsorship and Exhibition Application Form confirms your intention to exhibit. Confirmation is subject to approval by the Organiser.
5. Payment must be made within five days of invoice, with all payments finalised at least three calendar days before the event.
6. The Exhibitor shall not assign or sublet any part of its exhibition without the express consent of the Organiser in writing.
7. Suppose the Exhibitor fails to comply in any substantial respect with the terms, conditions, rules or regulations of this Agreement, the Organiser shall have the right to re-allocate the space. The Exhibitor, however, will be liable for any loss suffered by the Organiser, and all monies paid by the Exhibitor hereunder shall be forfeited to the Organiser.
8. Suppose the Exhibitor fails to occupy the Booth or Space, the Organiser is authorised to occupy or cause the said Booth or Space to be occupied in such manner as it deems best for the interests of the Event without refund to the said Exhibitor.
9. Microphones, sound amplifiers and machine demonstrations will only be permitted where the level of sound causes no annoyance to other Exhibitors or visitors. The Organiser shall be the sole judge as to whether there is any annoyance.
10. The Organiser shall not be liable for damage to any exhibits caused by loss, theft, fire, water, storms, strikes, riots or the direct forcible interference or negligence of any person, or by any other cause whatsoever except for damage caused by the direct or forcible interference by the Organiser and it is hereby agreed and declared that the phrase 'or any other cause whatsoever' shall not be construed *ejusdem generis* with the preceding words.
11. The Organiser will carry out general cleaning of aisles and passages, but it is the obligation of the Exhibitor to ensure the cleanliness and tidiness of its Booth or Space.
12. Applications for additional electrical installation or current, or any modification thereof, must be made in writing to the Organiser.



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13. The Exhibitor is responsible for all personal injury or damage to property arising in connection with the Exhibitor's Booth or Space howsoever caused directly by the Exhibitor or any contractor, servant, agent, licensee or invitee or the Exhibitor or any act or omission of any such person or by any exhibit, machinery, or other article or thing of the Exhibitor in the possession of or use by the Exhibitor or any servant or any agency or by the booth fitting contractor. The Exhibitor must take out adequate insurance in respect of all such claims and produce the premium receipts upon request.
14. Limitation of Liability
- (a) Notwithstanding any other provision in these terms and conditions, the total liability of the Exhibitor to the Organiser, whether in breach of contract, tort, negligence, breach of statutory duty or warranty, contribution or strict liability or under an indemnity or any other basis in law or equity, is (to the extent permitted by law) in aggregate limited to the price of the Agreement.
- (b) Notwithstanding any other provision in these terms and conditions, and except to the extent that liability cannot be limited or excluded at law, the Exhibitor is not liable to the Organiser for any Consequential Loss which arises under or in connection with the Agreement, and whether in breach of contract, tort, negligence, breach of statutory duty or warranty, contribution or strict liability or under an indemnity or any other basis in law or equity.
- (c) "Consequential Loss" means any consequential, indirect, remote or unforeseeable loss, including without limitation loss of profits or revenue, economic or financial loss, loss of production or loss by reason of shutdown or non-operation, loss of business opportunity, loss of goodwill or business reputation, loss of anticipated savings or increased financing costs and/or exemplary or punitive damage, suffered or incurred by the Organiser or any third party. This clause survives the termination or expiry of this Agreement.
15. The Exhibitor shall be liable for any damage to any walls or floors of the building, in which it occupies a Booth or grounds unless such damage has not been caused by any act or omission of the Exhibitor, proof which shall lie on the Exhibitor.
16. Any floor loading shall not be exceeded by the Exhibitor and in the event of its being exceeded all floor damage in the Exhibitor's Booth shall be made good at the Exhibitor's expense.
17. The Exhibitor shall be liable for any wall; floor or ground damage caused by it in going to or from its Booth or Space or in carrying any goods or exhibits to or from its Booth or Space.
18. The Exhibitor agrees to display as required by the Organiser any entry card provided by the Organiser for the purpose of entering or leaving the Exhibition Area or any other area.



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19. Displays and demonstrations are to be in keeping with the dignity and atmosphere of the Exhibition Area and the Organiser reserves the right to reject any display or demonstration and to take any necessary steps to stop any disturbance or nuisance during the Event.
20. The Exhibitor shall indemnify the Organiser in respect to any proceedings or action brought against the Organiser as a result of any breach by the Exhibitor of any regulation or by-law of any Government Ministry, Department and Agency or duly constituted statutory authority.
21. The Exhibitor undertakes to commence setting up its Exhibition Booth or Space within the times allocated.
22. If the holding of the Exhibition Area or the supply of any services by the Organiser is prevented, postponed, or abandoned by reasons of fire, lightning, natural disaster, labour dispute, COVID lockdown, strike, lockout, civil disturbance, explosion, inevitable accident or cause not within the control of the Organiser whether of the same sort or not, return 50% of the costs of space paid by the Exhibitor. In any such case, the Organiser shall not be liable in any way whatsoever for any expenditure or liability or loss including consequential loss incurred by the Exhibitor.
23. The documents constituting this Agreement area: this document and the Exhibition Area Information Sheet for the Exhibition Area.
24. The parties expressly agree that all the terms of this Agreement are in the written documents and neither has relied on any representation or warranty of the other in entering this Agreement.
25. No cancellation may be considered unless the Exhibitor applies for such release from their obligation in writing to the Organiser.
26. Sierra Leonean law shall govern this Agreement. In case of dispute, the Courts of Sierra Leone will have sole jurisdiction.